Annual Fire System Maintenance Checklist

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Building: _____ Year: _____ Maintenance contractor: _____

Fire alarm and detection

Check	How often	Done	Date
☐ Panel free of faults; mains and battery power OK	Routine		
☐ Every detector, call point and sounder tested	6-monthly / yearly		
☐ Interfaces tested (pumps, lifts, HVAC, doors, smoke control)	Yearly		

Sprinkler system

Check	How often	Done	Date
☐ Control valves open, secured, labelled	Routine		
☐ Heads clear, undamaged, not painted or blocked	6-monthly / yearly		
☐ Alarm valves and flow switches tested	6-monthly / yearly		
☐ Internal pipe/valve inspection; gauges tested or replaced	Every 5 years		

Fire pumps and water supply

Check	How often	Done	Date
☐ Diesel pump no-flow (churn) run	Weekly		
☐ Electric pump no-flow run	Weekly or monthly		
☐ Contractor inspection and test	6-monthly		
☐ Full-flow performance test	Yearly		
☐ Tank full, valves open; tank interior inspected	Routine / 3-5 years		

Hose reels, standpipes and hydrants

Check	How often	Done	Date
☐ Accessible, signed, hoses and nozzles OK	6-monthly / yearly		
☐ Dry standpipe hydrostatic and flow tests	Every 5 years		

Portable fire extinguishers

Check	How often	Done	Date
☐ In place, visible, gauge green, pin and seal intact	Monthly		
☐ Contractor service and new tag	6-monthly / yearly		
☐ Refill after use or low pressure	As needed		
☐ Hydrostatic test (CO_2, water, foam, wet chem / dry powder)	5 / 12 years		

Emergency lighting and exit signs

Check	How often	Done	Date
☐ 30-second function test	Monthly		
☐ 90-minute battery test; signs lit and correct	Yearly		

Kitchen hood suppression (wet chemical)

Check	How often	Done	Date
☐ Nozzles clean and aimed; pull station clear	Routine		
☐ Contractor inspection and test	6-monthly		
☐ Fusible links replaced	Yearly		
☐ Cylinder hydrostatic test	Every 12 years		

Clean-agent (gas) suppression

Check	How often	Done	Date
☐ Cylinder pressure/contents; room sealed	6-monthly / yearly		
☐ Detection, abort and manual release tested	6-monthly / yearly		
☐ System hoses hydrostatic test	Every 5 years		

Fire doors and escape routes

Check	How often	Done	Date
☐ Doors close and latch; seals, hinges, closers OK	Yearly		
☐ Not wedged open; routes and exits clear	Routine		

Qatar Civil Defence compliance

Check	How often	Done	Date
☐ Fire safety certificate valid and displayed	Always		
☐ Renewal applied for 7+ days before expiry	Before expiry		
☐ Maintenance by a QCD approved company	Every visit		
☐ Building fire system maintenance log up to date	Every visit		
☐ Evacuation plan, assembly point and signs in place	Routine		
☐ Evacuation drill held	Twice a year		
☐ Fire brigade access and riser inlets clear	Routine		
☐ Plant rooms free of storage	Routine		
☐ Kitchen exhaust and hood cleaned; gas cylinders outside	Regularly		

Records

Check	How often	Done	Date
☐ Signed Civil Defence ITM forms for each visit	Every visit		
☐ Faults and repair dates logged	Every visit		
☐ Records ready for certificate renewal	Before renewal		

Intervals summarise Qatar Civil Defence's Guidelines for Inspection, Testing and Maintenance of Fire Protection & Life Safety Systems and the NFPA standards it refers to (NFPA 10, 25, 72, 80, 101), and Qatar Law No. 25 of 2015 on Civil Defence. Exact intervals depend on your equipment, its manufacturer and your contractor's confirmed schedule. Work must be carried out by a Civil Defence registered contractor.

FlameGuard QA · QCDD approved · Call/WhatsApp +974 3079 0002 · info@flameguardqa.com · Building 8, Street 840, Zone 24, Doha